

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-831

Page 1 of 2

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
CHARLES COUNTY COMMISSIONERS

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the Commissioners' Office	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the MD State Archives.
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.
3	PROJECT FILES Contains copies of contracts, contract amendments, change orders, studies, correspondence	Retain until project is complete plus five years and until all audit requirements have been met, then destroy.
4	FISCAL YEAR BUDGETS Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.	Retain for 3 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Date 6/15/98

Signature Eugene T. Lauer

Typed Name Eugene T. Lauer

Title County Administrator

Schedule Authorized by State Archivist

Date JUN 22 1998

Signature Edward C. Papenfuss

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-831

Page 2 of 2

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
COUNTY COMMISSIONERS

Item No.	Description	Retention
5	BOND SALE FILES Contains transcripts of County Bond Sales	Retain for the life of the Bond and until all audit requirements have been fulfilled, then destroy.
6	MINUTES Permanent Record of Meetings of the County Commissioners	Permanent. Periodically forward to the Md. State Archives
7	MINUTES INDEX Catalog for researching events, approvals actions at County Commissioner Meetings from 1974 to current	Permanent. Forward to State Archives with Minutes
8	RESOLUTIONS, ORDINANCES, PROCLAMATIONS Resolutions implementing official actions of the Board of County Commissioners; Ordinances implementing legislative acts. Proclamations proclaiming special events, persons	Permanent. Transfer periodically to State Archives. Retain for five years, then destroy.
9	READING FILE Copies of all outgoing correspondence for County Commissioners Office	Retain for one year, then destroy.
10	MAIL LOG Log of all incoming mail addressed to the County Commissioners or President of the Board.	Retain for one year, then destroy.

Instructions -- Type or print a separate form for each new or revised record series.		AGENCY RECORDS INVENTORY Page <u>1</u> of <u>7</u>	
1. Department/Agency Charles County Government	2. Division County Commissioners Office	3. Unit/Program	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title General Correspondence		5. Earliest Year / Latest Year <u>1980</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incoming mail and responses, invitations, inter-office memorandums.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>7</u> <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ <div style="text-align: right;">Storage Boxes</div>	
11. File is used: <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) <u>5</u> Year(s)	
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <div style="text-align: right;">County</div>	
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) Numerical on WP		18. Recommended retention Review annually and destroy material having no further value	
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners	20. Telephone Number 301-645-0554	21. Date April 1, 1998	

Instructions -- Type or print a separate form for each new or revised record series.				AGENCY RECORDS INVENTORY	
				Page <u>2</u> of <u>7</u>	
1. Department/Agency Charles County Government		2. Division County Commissioners Office		3. Unit/Program	
DEFINITION Record Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes					
4. Record Series Title Project Files				5. Earliest Year / Latest Year <u>1970</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series Include the purpose or function of the series) Contracts, change orders, amendments, inter-office memorandums on status of projects					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>7</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ <div style="text-align: right;">Storage Boxes</div>	
				10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) <u>5</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.			14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) At initiating Department level		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <div style="text-align: right;">County</div>		
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) Numerical on WP			18. Recommended retention Life of project plus 5 years		
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners		20. Telephone Number 301-645-0554		21. Date April 1, 1998	

Instructions -- Type or print a separate form for each new or revised record series.				AGENCY RECORDS INVENTORY	
				Page <u>3</u> of <u>7</u>	
1. Department/Agency Charles County Government		2. Division County Commissioners Office		3. Unit/Program	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Bond Sale Transcripts				5. Earliest Year / Latest Year 1982 to 1998	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of all documents relating the bond sale, public notice of sale, award of sale of bonds, authorizing Resolutions					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>7</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.			14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) At initiating Department level		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) Numerical on WP			18. Recommended retention Life of bond		
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners		20. Telephone Number 301-645-0554		21. Date April 1, 1998	

Instructions -- Type or print a separate form for each new or revised record series.		AGENCY RECORDS INVENTORY Page <u>4</u> of <u>7</u>	
1. Department/Agency Charles County Government		2. Division County Commissioners Office	
3. Unit/Program			
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Minutes		5. Earliest Year / Latest Year <u>1800's</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series) Minutes of official meetings of the County Commissioners, Minutes Index since 1974			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>3x5 cards</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____	
		9. Volume <div style="text-align: right;">Number</div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Storage oo</u>	
		10. Annual Accumulation <div style="text-align: right;">3 Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) At initiating Department level	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <div style="text-align: right;">County</div>	
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) Alphabetically, by subject on 3x5 cards By date on floppy disk		18. Recommended retention	
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners		20. Telephone Number 301-645-0554	
		21. Date April 1, 1998	

Instructions -- Type or print a separate form for each new or revised record series.		AGENCY RECORDS INVENTORY	
		Page <u>5</u> of <u>7</u>	
1. Department/Agency Charles County Government	2. Division County Commissioners Office	3. Unit/Program	
DEFINITION. Record Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes			
4. Record Series Title Resolutions/Ordinances/Proclamations		5. Earliest Year / Latest Year 1968 to 1998	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series Include the purpose or function of the series) Ordinances, Proclamations, Resolutions enacted by the County Commissioners			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Storage <u>oo</u> 10. Annual Accumulation <u> </u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Commissioners' Wing, County Government Bldg.		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) At initiating Department level	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) New file established each year, documents are indexed by number		18. Recommended retention	
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners	20. Telephone Number 301-645-0554		21. Date April 1, 1998

Instructions -- Type or print a separate form for each new or revised record series.		AGENCY RECORDS INVENTORY Page <u>6</u> of <u>7</u>	
1. Department/Agency Charles County Government	2. Division County Commissioners Office	3. Unit/Program	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Reading File		5. Earliest Year / Latest Year <u>1996</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies on all outgoing correspondence			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Storage <u>oo</u>		10. Annual Accumulation <u>Nu 1</u> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) At initiating Department level	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software)		18. Recommended retention	
19. Name and Title of Preparer Shirley Gore Title Clerk to County Commissioners		20. Telephone Number 301-645-0554	
21. Date April 1, 1998			

Instructions -- Type or print a separate form for each new or revised record series		AGENCY RECORDS INVENTORY Page <u>7</u> of <u>7</u>	
1 Department/Agency Charles County Government	2 Division County Commissioners Office	3 Unit/Program	
DEFINITION Record Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes			
4 Record Series Title Mail Log		5 Earliest Year / Latest Year <u>1997</u> to <u>1998</u>	
6 Record Series Description (Briefly describe the types of information/documents/forms found in the series Include the purpose or function of the series) Incoming Mail, Inter-Office Mail			
7 Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8 Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9 Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Storage <u>oo</u> 10 Annual Accumulation Nu 1 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11 File is used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12 File becomes inactive after _____ Month(s) _____ Year(s)	
13 Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.		14 Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes specify agency or office) At initiating Department level	
15 Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes cite law(s) and regulation(s))		16 Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17 Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes explain briefly and describe any hardware/software)		18 Recommended retention	
19 Name and Title of Preparer Shirley Gore Title <i>Clerk to County Commissioners</i>	20 Telephone Number 301-645-0554		21 Date April 1, 1998